

~~CONFIDENTIAL~~OCSS-M81-263
03 June 1981

MEMORANDUM FOR: Director of Communications

25X1 FROM: [REDACTED]

Chief, Support Services Division, OC

25X1 SUBJECT: Monthly Narrative Summary Report -
May 1981 [REDACTED]

1. A study of OC's age/grade profile for the next five years indicates that the preponderance of Panel D and Panel N personnel at the GS-10 level will be in the 20/24-year-old age bracket by 1985. This fact portends a tremendous effort will be demanded from OC training facilities. [REDACTED]

2. SSD/PB is working closely with OP to develop new procedures regarding recruitment and vacancy requirements. Current statistics show an alarming rate of transfers of skilled personnel from OC to other Agency offices which are already overstrength. [REDACTED]

3. As a result of the Task Force Recruitment Team going to Dallas, Texas, the effort produced a significant savings to the U.S. taxpayer. The team costs were \$5,909 for two security officers, one medical officer, and two commo officers. If the 25 applicants had come to Washington, D.C. for three days of processing, the Agency cost would have been \$30,875. This represents a total cost avoidance of \$24,966. Additionally, the team made history by EOD'ing two ET employees one week after they were interviewed in the field. Many offices and hands made this possible. [REDACTED]

4. Preparations were made for a conference to be held at [REDACTED] on 26, 27, and 28 May to study OC's current and projected personnel management resources and policies. [REDACTED]

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8. [] who is associated with the Agency's Alcohol Program, will travel throughout the European area during the months of July and August. [] has agreed to meet separately with OC personnel who are unable to attend scheduled programs due to scheduling and workload. []

9. The Agency-wide Vacancy Notice System will be reinstated effective 01 June 1981. The following revisions have been adopted:

a. Employees who have received specialized training from a component for four months or longer must remain in the assignment for which they were trained at least two years before applying for an Agency-wide Vacancy Notice.

b. All other employees must remain in an assignment for one year before applying for an Agency-wide Vacancy Notice.

c. Employees who are accepted for an Agency-wide Vacancy Notice must be released no later than six weeks after the losing component receives official notice from the gaining component. This requirement does not apply in the case of employees who respond to Directorate-wide or Office-wide Vacancy Notices or simply shop their files. In those instances, release dates are negotiable and subject to the needs of the Career Services involved. []

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10. A new directive by the General Accounting Office requires that Time and Attendance Reports be certified by an employee's supervisor. Supervisors at the rank of Deputy and Associate Deputy Director Head of Independent Office, and Operating Official will sign their own T&A report. Appropriate designated officers must continue to certify an employee's overtime hours. []

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